

TOWN OF MARSHFIELD

ZONING ADMINISTRATOR JOB DESCRIPTION

Primary Role:

The Zoning Administrator is the principal staff person responsible for administration and enforcement of the Town of Marshfield's Zoning and Subdivision Regulations.

The Zoning Administrator is nominated by the Planning Commission and appointed by the Town Select Board for a 3-year term. The Zoning Administrator can be reappointed for additional three-year terms. This position is under the supervision of the Select Board. This position is part time, with the number of hours per week determined by the required work to be completed. It is anticipated that the position will require between 0 to 5 hours per week. The Zoning Administrator will be paid on an hourly basis in accordance with the Town payroll policy. There is no guaranteed salary. The total earnings in a year and seasonally will vary based upon the level of local development activity. Pay is commensurate with experience. There are no benefits or paid time off associated with this position since it is part-time.

Nature and Scope of Position:

- The Zoning Administrator is a position with a high degree of independence and responsibility for assuring compliance with Marshfield's Zoning and Subdivision Regulations and state statute, 24 V.S.A. Chapter 117.
- The Administrator provides a high level of service to applicants, the Development Review Board, and the Planning Commission, when needed.
- The Administrator is knowledgeable about all aspects of the local development review process and is also familiar with the regulatory and review procedures of state agencies that may also have jurisdiction for a given development project.
- The Administrator must be comfortable working with the public and must be able to work effectively with a wide variety of people.
- The Administrator must have good written and verbal skills and be highly organized.

Duties & Responsibilities Include:

The Zoning Administrator responsibilities include the following:

- Administer the bylaws literally and not permit any land development that is not in conformance with those bylaws.
- Provide explanation of the Regulations to property owners, developers, legal and real estate professionals, and other members of the general public.
- Provide timely specific parcel information in response to inquiries (including dimensional requirements, other parcel data, permit histories and review processes).
- Assist applicants in completing permit applications.
- Complete site inspections as part of the review process for more complex projects.
- Complete site inspections and process Certificate of Occupancies as required by the Zoning Regulations.

- Seek outside technical or professional help when there are questions regarding interpretation of the regulations. The Zoning Administrator shall get the approval of the Select Board for any outside assistance that requires town expenditures.
- Approve or deny zoning permit applications or refer them to the DRB for further review and action.
- Process permits in accordance with the regulations and state statutes.
- Process necessary warnings and other required notices for DRB applications.
- Prepare staff reports, if applicable, for applications to be reviewed by the Development Review Board.
- Investigate possible zoning violations.
- Pursue resolution of violations first through an informal process.
- Pursue formal enforcement in accordance with state statutes if an informal process to resolve the violation fails.
- Recommend changes in the regulations to the Planning Commission.
- Assist the Planning Commission with reviewing any proposed regulation amendments.
- Attend the Planning Commission, as needed, to assist with review of proposed regulation amendments. The Zoning Administrator shall not serve as a voting member of the Planning Commission.
- Advise the Select Board and Town Clerk of any violations, major proposed developments, or other unusual circumstances.
- Participate in educational seminars and conferences, as needed.
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Desired Qualifications, Abilities and Skills:

- Familiarity with the Marshfield Zoning and Subdivision Regulations.
- Familiarity with the Marshfield area and community.
- Knowledge of the pertinent State Statutes and practices influencing zoning administration.
- Excellent oral and written communication skills.
- Ability to initiate and perform detailed work with minimal supervision.
- Ability to organize, prioritize, maintain multiple tasks and deadlines, and to manage time effectively.
- Proficiency with word processing.
- Proficiency with emailing.
- Proficiency in using simple web-based GIS mapping such as ANR Atlas.
- Ability to read plans and drawings.
- Ability to interact effectively with the public.
- Ability and willingness to attend evening meetings, particularly DRB meetings.
- Familiarity with the National Flood Insurance Program (NFIP).
- A valid driver's license and reliable vehicle.

Work Environment, Expenses and Other Considerations

This position involves working in multiple environments including the Zoning Administrator's home, town offices and in the field. The Zoning Administrator:

- Should be available to take or return phone calls from home. Messages should normally be returned with 24 hours of being received except on the weekends and holidays where they should normally be returned on the first day following the weekend or holiday.
- Should have internet access from their home in order to receive emails.
- Should have access to a reliable vehicle in order to do field inspections.
- Should make themselves available to meet with the public at the town offices on a reasonable schedule.
- May meet with the public at their home if the Zoning Administrator prefers that over meeting at the town hall.
- May meet with the public on site when an inspection is found to be needed in order to evaluate a development request.
- Should notify the Town Clerk when they will be on vacation and not available to take phone calls or meet with the public.